2019 Account

h Tonorro		Corporate Business Expense Claim								
III IIKUNIU		Attendance at Conference/ Seminars/ Training, and								
Accounting Services Division		Business Travel								
Corporate Accounts Payable			3 . 7 2		Business Travel		<u></u>			
Conference This form sho Attach or	Seminar uld be submitted within iginal approved "Requ	10 business day	raining /s of retui ation For	rn from the confere	nce/seminar. receipts.	10.	a a			
Foreign Currency Exchange Rate**			0.000	- 50 50	Invoice	Number**				
Exchange Rate applied to convert from local cur	rency to CAD =		(if applica	1.33 USD	-	EXPNO06	-NO08/19			
Vendor Name**		-	(it appira	inc)	Vendo	Number**				
Mike Williams					1,433	1012				
Division**	Work Address** 100 Queen Street West, 8t	h Floor Foot Towns		Postal Code** M5H 2N2	Invoice	Date** (m/d/ January I				
Economic Development and Culture  Name and Location of Conference / Seminar / Tr			•	W1511 2142	Payme	nt Amount**	3, 2020			
Mayor's Business to New York					\$2	.16.13	\$172.90			
Start Date** (m/d/yyyy)	han 06 2010		End D		riday, November	08 2019				
Wednesday, Novem	ber 00, 2019	Liver Ameli			Huay, November	00, 2017				
Description	GL Account	Cost Centi WBS Eleme Internal Or	ent/	Functional Area	Net Amount	HST **	Total Including Taxes			
			-							
Registration Fees	4256						N/A			
Travel  Air Train Bus  Baggage Fees / Insurance	4215	ED0170 PAID MW P0		1540200000	464.84	\$60.43	s 525.27			
Use of Personal Vehicle	4205						N/A			
km x	4440	ED0170					1			
Accommodation 2 days @ \$666.29/day	4210	PAID CFusillo		1540200000	1,332.58		1,332.58			
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220				2.10	-	NA			
Ground Transportation (to and from Airport) le: taxis and car rental DESTINATION *Foreign Transactions—NO TAX*	4220	<b>€0017</b> 0		154020000	143.68		143 69 54.96			
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4230	Paid CFusillo	PCard	1540200000	1		19.87 143.68			
Per Diem (See Bus. Expense Policy) 3 days @ / day	4230	ED0170	)	1540200000	216.0172.90		216.13 5172.90			
Other (Please specify)	4 <del>230°</del>	ED0170	,	15402000000	4		19.87			
Training	4310	37 - 72%								
				Te	OTAL EXPENSES	\$ 2.29	2.49 52,249.26			
	1	- 40 - 400.00				7-70.	32,247,20			
Less: Advances & Prepayments:			_							
*Mandatory if applicable	GL Account **	Cost Centre/ WBS Element/ Internal Order	Functio Area		Net Amount	HST	Total Including Taxes			
Registration Fees	4256				- B		N/A			
Air Travel	4215	ED0170	1540200		464-84	66.43	525.27			
Accommodation	4210	ED0170	1540200	000 12-59937	4372.58	12	1,332.58			
Grds Transportation (To & Fr. Airport) ON.		NF								
Grds Transportation (To & Fr. Airport) Destination	4720 A229	ED0170	1540200	12-63053	198.64		198.64 143.08			
Grds Transportation (local-des. taxi, bus, train, etc.)	4230 4225	€D0170	1540200	1 (00 101-	19.87	1 -	19.87 44.96			
Other (Please specify)	4050.	290170	1510200	-	<del> </del>	1	1970			
						The A				
TOTAL ADVANCES & PREPAYMENT AMOUNT <sup>®</sup> T	• OTAL PAYABLE TO	INDIVIDU	LICIT	Y	4 - 40 0	\$2	\$2,076.36 16 - 13 - 5172.98			
			/							
Employee Name: Mike \	Villiams	Atti	horized t	oy:		a Carbone				
100.00	EDC	Tid		-	Deputy City Navager					
Date: Jn 14/2	0	Dat	ie:		1/JAN 5	5 2020				
Telephone:		– Tel	ephone:				2-1			

\*\*This form may not be altered in any manner. <u>All</u> mandatory fields must be completed and filled <u>in electronically</u>. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. <u>Hand written forms will not be accepted</u> and will be returned to the division.

Signature:

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable for processing.

ASF.0030.02

Signature:



#### Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approval abtained at least 10 luminess days in advance of undertaking any transing, business travel, and/or attending any conference resistant.

The \$3,100 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies.

Seminar 🔲 Townspa 🗆 Burnare Travel Conference 🚨 Names Williams Division: 1 12 | Economic Development and Culture

Work Address: Toronto City Hall, 190 Queen Street West, 8th Floor, East Tower

Name of Conference Seminary Training Control UTA & within Ontario Mayor's Business Mission to New York Outside Ontacio/Canada M GIA L Destination F 19 New York, New York Sart Datni ( 2 1 1 November 6th, 2019 (Wed)

Art breaking ( land) and/or diship mention real provided by the Spanior ( ) lead poeting (Mehle v) the Monetally can be Design of Interior in a Policy of the Spanior ( ) lead to Meals provided for will be deducted accordingly Purposes, Use space provided Bolow for full description.

Accompaning Mayor Tory to New York, promoting Toronto FDL seeking business opportunities, strengthening existing partnerships and furthering Cay of Toronto's Reconomic interests in Financial Services and ICT. Tereign Currence Contenting Stampars (million) 1915 Ker 1 and 2 contenting the contenting to the contenting Co CanadianS (lecl.tax) N/A + Accommodation, Designed Single Raped To Numbered Days 152 \$491.17 /day incl. taxes \$983.00 31,296.70 Travel Method5 Traun 🚨 Bus Personal Vehicle \$D. CAD/km lan \$318 00 Ground transportation (including abrormal 10) from all ports. Specify betind transport to from home to airport & to/from airport to hotel \$250 00 \$330 00 Signal Expenses: (Set Blusices Expense Policy Medical methods of Manager of Days 1/3 X \$65.00 CAD or USD

Other Bitshess Meeting Aspenses ordered by Confinence configuration for B2B Meetings \$162.50 \$214.50 \$2,159 20-\$300.00 Cost Coatra WBS Elementate by different MBS Elementate by different by \$2,459.20 Ale Carrie Timellonal Ares to be thareast 1540200000 I certify that all estimated costs re-October 72 2019 (Cate) Signature of Employee: I have confirmed that approved funds are available for this purpose. Approval for Proposed Expense Division Head or OCT"2 8 2019 Deputy City Manager: Giuliana Carbone City Manager/Mayor: | Chris Marvey

Updated March 2016

Committee & Report No. (4 applicable)

### Tasha Bailey

From:

Sent:

o: ubject:	Tasha Bailey Porter Airlines	ltinerary - Toronto - New York	k-Newark - Wed 6 Nov 20
X			
Thank y	ou for flying Porter		×
	atus: Confirmed Firmation number: M2B48Y		within 24 hours of departure
× ****	when you add your Kno	A Preè. Enjoy access to wn Traveller Number to yo any other Trusted Travelle	ur reservation, if you
WED 6 NO TORONT	OV 2019 O, CA (YTZ) TO NEW YORK-N	EWARK, US (EWR)	
PD 135	Z:00 PM  Foronto, CA (YTZ)	3:30 PM New York-Newark, US (EW	Duration: The 30mm /R) Seas: 7A
FRI 8 NOV NEW YOR	V 2019 RK-NEWARK, US (EWR) TO T	ORONTO, CA (YTZ)	
PD 136	4:10 PM New York-Newark, US (EWR) Terminal B	S:48 PM Toronto, CA (YTZ)	Duration: The 38min Scats: 7D
			X Village & American Co. And the American Co. And the
PASSENG	ER		
Michael	Williams		X
BAGGAGI			

Porter Airlines <PorterAirlines@flyporter.com>

October 24, 2019 10:14 AM

## ×

### Checked baggage policy

	1st	bag	2nd l	bag	Weight fee per bag above 23kg	
	Pay in advance	Pay at airport	Pay in advance	Pay at airport		
Toronto - New York-Newark Standard fare	\$34.50 - \$39.68	\$39.50 - \$45.43	\$50 - \$57.50	\$60 - \$69	\$100 - \$115	
New York-Newark - Toronto Standard fare	\$34.50 - \$39.68	\$39.50 - \$45.43	\$50 - \$57.50	\$60 - \$69	\$100 - \$115	

If you have prepaid for your checked baggage and are traveling with a partner airline, please be prepared to present your itinerary at the airline check-in counter.

See full checked baggage rules



SUMMARY OF PURCHASES

### Carry-on allowance

Your carry-on allowance is based on the fare you've purchased.

	Standard carry-on article	Personal item
	Size: 40 x 23 x 55 cm (16 x 9 x 22 in) Weight: 9 kg (20 lb)	Size: 43 x 16 x 33 cm (17 x 6 x 13 in) Examples: purse or laptop bag
Toronto - New York- Newark Standard fare	<b>✓</b>	<b>√</b>
New York-Newark - Toronto Standard fare	✓	<b>V</b>

If you exceed your carry-on allowance or if your carry-on is overweight or oversized, it will need to be checked in for a fee.

See all carry-in hogeage rules

Flights			
Toronto - New York-Newark (paid)			
New York-Newark - Toronto (paid)			
Checked bags Toronto - New York-Newark	Bags not added	Crizald a bag	
New York-Newark - Toronto	Bags not added	Add a bag	
Scat selection			
Toronto - New York-Newark	I reserved seat	LTUngrade seats	
New York-Newark - Toronto	1 reserved seat	Filngrade seats	

### Enhance your travel experience



### FARE INFORMATION

Air transportation charges

\$331.00 CAD

Taxes, fees and charges

\$194.27 CAD

**Total Fare Price** 

\$525.27 CAD



### CHANGE FEES

	Same-day changes*	Advance changes*
Toronto - New York- Newark Standard fare	\$100 (Complimentary for earlier flights)	\$100 +/- fare difference within 45 days of departure  \$25 +/- fare difference outside 45 days of departure
New York-Newark - Torouto Standard fare	\$100 (Complimentary for earlier flights)	\$100 +/- fare difference within 45 days of departure \$25 +/- fare difference outside 45 days of departure

<sup>\*</sup>Change fees are per passenger, per direction, subject to availability and applicable taxes.

Learn more about our fares and fees and conditions of carriage

### DAY OF TRAVEL

### Get your travel documents ready

All passengers travelling between Canada and the United States are required to present a valid passport. Additional identification may be required. Please click <a href="https://example.com/heres/between/">heres/between/</a> Canada and the United States are required to present a valid passport. Additional identification may be required. Please click <a href="https://example.com/heres/between/">heres/between/<a href="https://example.com/heres/between

See more information

#### Arrive with time to spare

You can check in online starting 24 hours before your scheduled departure time. Web check-in closes 60 minutes prior to scheduled departure.

Getting to the airport, dropping off checked baggage and going through security takes time, so we recommend arriving at the airport as early as possible; no later than 60 minutes prior to a domestic flight and 90 minutes prior to an international flight.

See more information

Please click here for departure airport information.

Keep informed about your flight

We may need to contact you on the day you fly with us. Please ensure that the email address and mobile number provided on your reservation are up to date. Visit My Bookings or Check-in online.

### Know your rights and responsibilities

At Porter, we strive to provide you with easy access to clear information about your passenger rights. Visit our <u>Travel Disruptions</u> page for more information on what we'lf do to help and what we'll ask you to do in case your flight has been cancelled or significantly delayed or if your baggage is lost or damaged. We hope that the information provided will help you make informed decisions.

Our policies have been created in accordance with the Air Passenger Protection Regulations. If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact us or visit the <u>Canadian Transportation Agency's website</u>.

Carriage is subject to General Conditions of Carriage.

### We look forward to seeing you soon!

flyporter.com



Rated top small airline in the world by Conde Nast Traveler's Readers Choice Awards



Porter Airlines Is proud to be rated an official 4 Star Airline by SKYTRAX



Mr. Mike Williams 100 Queen St. West Toronto ON M5H2N2 Canada

Room Number: Arrival Date: 2515 11-06-19

Departure Date: CRS Number: 11-08-19 82346350

Rewards No:

1 of 1

Page No:

INFORMATION INVOICE

Folio No: 769001

11-14-19

Date	Description			Charges	Credits
11-06-19	Room Charge -			449.99	
11-06-19	City Tax - 5.875%			26,44	
11-06-19	State Tax - 8.875%			39.94	
11-06-19	NYS Hotel Tax			1.50	
11-06-19	NYC Local Tax			2.00	
11-06-19	Destination Fee			25.00	
11-06-19	Destination State Tax - 8.875%			2.22	
11-06-19	Destination City Tax - 5.875%			1.47	
11-07-19	Master Card	XXXXXXXXXX	XX/XX		982.36
11-07-19	Room Charge			349.99	
11-07-19	City Tax - 5.875%			20.56	
11-07-19	State Tax - 8.875%			31.06	
11-07-19	NYS Hotel Tax			1.50	
11-07-19	NYC Local Tax			2.00	
11-07-19	Destination Fee			25.00	
11-07-19	Destination State Tax - 8.875%			2.22	
11-07-19	Destination City Tax - 5.875%			1.47	
		Total		982.36	982.36
		Balance		0.00	



#### Barmuda Motor Car Renting Co, Inc. Hamhattanville Station P. O, Box 5580 New York, NY 10027-9998 Phone : 212-647-8400 Pex : 212-633-2685

Emily Hilistrom Oky Of Toronto 100 Queen St. W, 9th Fl Toronto, ON MSH 2N2, Account# Involce# Inv Date : 115765 : 70870

: 70820 : 11/08/19

Net Terms Page# : Page 1 of 1

Date	Description (Control of the Control		Clarges	Credits
11/00/19	Rest: 259974-2 PU: 466 Lexiston Avenue HANNATTAY H		35 35740 ISB	saelda i reada -
	Orep: ENR PD			
	Pickup: 1:45 pm Dropoft: Pessenger: John Tory + 3			27 P. P.
2 74	Hourly: 2 hour(s) 30 minutes at \$107.00/hour.	SW	292.50	
	Reg By: Correle Fusitio Cress!: 79AD			
		Shopic	2,75	
		Gratuity;	40.88	
				-5.1
	. 그리 경향점 (1) 50 10 50 10 10 10 10 10 10 10 10 10 10 10 10 10	Tolks	72.40	
		SIG	61.43	
		Ride Total:	422.96	
100			422.94	
		Trip Aint Due:	412,96	Transfer of the same of
	Total Rides: 1	nvoice Total:	422.96	10 520 dtsa s

Original Involce Amount: \$422.96

Payments Received: \$422.96

Balança Dua: \$0.00



### Bermuda Motor Car Renting Co, Inc Manhattanville Station P. O. Box 5580 New York, NY 10027-9998

Phone: 212-647-8400 Fax: 212-633-2685

**Emily Hillstrom** City Of Toronto 100 Queen St. W, 9th Fl Toronto, ON M5H 2N2,

Account# Invoice#

: 115765 : 70796

Inv Date Net Terms : 11/06/19

Page#

: Page 1 of 1

Date		Description		Charges	Credits
11/06/19	Res#: 259974 PU:	EWR 135 PD			-
	Drop	: Lexington Hotel NEW YORK NY 10017-2			
	Pickup: 3:22 pm Dropoff:	Passenger: John To	жү + 3		
	Flat:		SUV	170.00	
	Req By: Connie Fusillo	Chauf: 65KS			
			Stops:	2.75	
			Gratuity:	25.50	
			Tolls:	22.40	
			Parking:	8.00	
			STC:		
			Ride Total:	251.68	
			Trip Amt Due:	251.68	
	Total Rides: 1		Invoice Total:	251.68	

Original Invoice Amount: \$251.68

Payments Received: \$81.36 Balance Due: \$0.00

Adjustments Applied: \$170.32

#### Gr Transportation - NY Mission - paid by Emily Hillistrom

#### Emily Paid for 3 Uber rides which she is the only rider

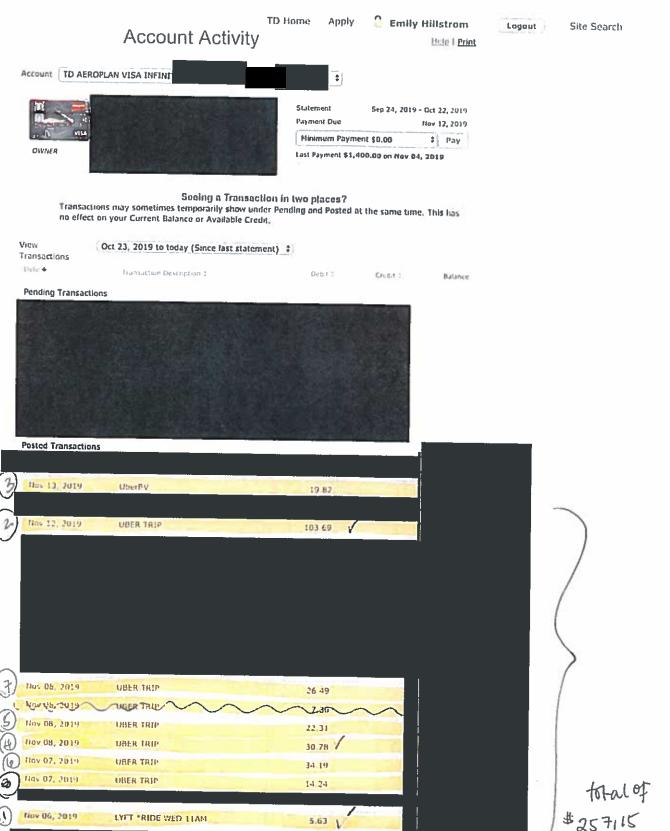
Recei	pt Riders	To and From			ÇAD	HST	Emily's own portion	×			
1 2 3	Emily Emily Emily	TO Home to TO airport - CA NY home to NY Airport - US TO Airport to TO Home - CA	\$ 76.30 uber	CAD USD CAD discount		\$ 2.74	\$ 103.6 \$ 23.8 -\$ 4.0	2		55	
	Emily paid for 4 uber rides with other r					C. PART HARMAN MATE	divided amount i	in Canadian dol	lar	divided amount in USD dollar	
4 5 6 7	J Reynolds, Mike W, Emily, Vince, Mayor Mike W, Emily, Vince, Mayor (4) Vince, Mayor, Emily (3) Mike W, Emily, Vince, Mayor (4)	TD Securities to VTS HQ - US Hotel to Dinner - US VTS HQ to Consulate - US	\$ 16.49 \$ 25.27 \$ 19.57	USD	\$ 26.49	CAD - CAD -	\$ 5.5 \$ 11.4	3 \$ 6.62	\$ 5.58 \$ 11.39	\$ 5.57	5.69 \$ 5.69 \$ 5.69 \$ 5.68 \$ 22.76 4.13 \$ 4.12 \$ 4.12 \$ 4.12 \$ 16.49 8.43 \$ 8.42 \$ 8.42 \$ 25.27 4.90 \$ 4.89 \$ 4.89 \$ 19.57 3.51 \$ 3.51 \$ 3.50 \$ 8.50 \$ 10.52
8	Emily, Mayor, Vince ( 3)	Lexington Hotel to TD securities	7	USD	\$ 14.24 \$ 128.01	CAD		36.05		\$ 19.87 \$	3.51 \$ 3.61 \$ 3.50 \$ 10.52 25.66 \$ 25.63 \$ 26.62 \$ 04.69 \$ 94.60

On Emily's Travel Exp Claim

Canada	-lt	\$	26.06	\$ 3.39	\$	29.45		
JSD	disc \$ 76.30	-5	4.00		-\$ \$	4.00 103.69	1	own ride
USD	\$26.66				\$	36.06		shared rides with divided amt

The total amount to reimburse Emily on all the Gr Transportation is 257.15

https://easyweb.id.com/waw/exp/#/ccaa-app



### **Emily Hillstrom**



From:

Emily Hillstrom

Sent:

November 7, 2019 3:21 PM

To:

**Emily Hillstrom** 

Subject: Attachments:

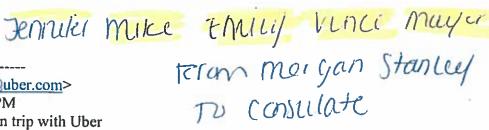
Fwd: Your Thursday afternoon trip with Uber map\_157368e6-db1a-46be-b23c-4014b79a9724

----- Forwarded message -----

From: Uber Receipts < uber.us@uber.com>

Date: Thu, Nov 7, 2019 at 3:09 PM

Subject: Your Thursday afternoon trip with Uber

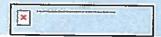




Total: \$22,75 Thu, Nov 07, 2019

# Thanks for riding, Emily

We hope you enjoyed your ride this afternoon.



# **Total**

\$22.75 up

In addition to other government-mandated taxes and fees, you'll also notice a new Congestion Surcharge on Manhattan trips below 96th St. Learn more

Trip Fare

\$17.96

Switch	\$22.75
	** **
NY Black Car Fund	\$0.45
State Sales Tax 🗔	\$1.59
NY Congestion Fee	\$2.75
Subtotal	\$17.96

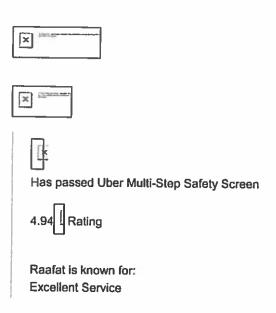
A temporary hold of \$22.75 was placed on your payment method •••• at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

Affiliated with FUNF-NY, LLC (B02867)

Dispatched by Funf (B02867)

To submit a complaint to the NYC TLC, please call 311.

## You rode with Raafat

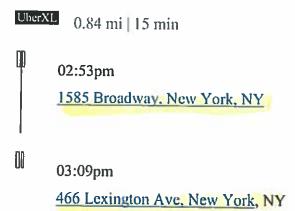


### How was your ride?

### Rate Or Tip

Your driver was licensed by (licence number: 5546535). In the event that you have any issue with the service you received, please let us know via the Help option in your app, or via <a href="help.uber.com">help.uber.com</a>. In the event that you have a formal complaint, you should also consider contacting and, if relevant, the police.

When you ride with Uber, your trips are insured in case of a covered accident. Learn more.



# 5

### **Emily Hillstrom**

From:

Emily Hillstrom ·

Sent:

November 7, 2019 9:07 AM

To:

**Emily Hillstrom** 

Subject: Attachments: Fwd: Your Thursday morning trip with Uber map\_3874b7dd-7415-44fd-bd32-ce4d537fcca9

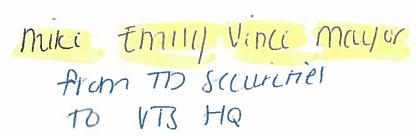
----- Forwarded message -----

From: Uber Receipts < uber.us@uber.com>

Date: Thu, Nov 7, 2019 at 9:02 AM

Subject: Your Thursday morning trip with Uber

To:

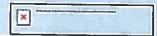


X

Total: \$16.49 Thu, Nov 07, 2019

# Thanks for riding, Emily

We hope you enjoyed your ride this morning.



## **Total**

\$16.49 000

# 22.31 CAD .

In addition to other government-mandated taxes and fees, you'll also notice a new Congestion Surcharge on Manhattan trips below 96th St. <u>Learn more</u>

**Trip Fare** 

\$12.33

X   E   Switch	\$16.49
NY Black Car Fund	\$0.31
State Sales Tax 🗔	\$1.10
NY Congestion Fee	\$2.75
Subtotal	\$12.33

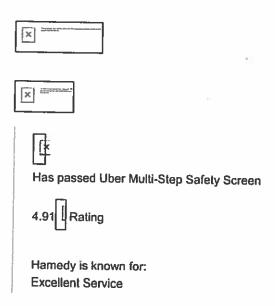
A temporary hold of \$16.49 was placed on your payment method \*\*\*\* at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. Learn More

Affiliated with EINS-NY, LLC (B02872)

Dispatched by Eins (B02872)

To submit a complaint to the NYC TLC, please call 311.

## You rode with Hamedy

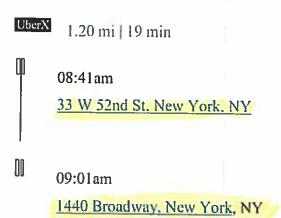


### How was your ride?

### Rate Or Tip

Your driver was licensed by (licence number: 5799089). In the event that you have any issue with the service you received, please let us know via the Help option in your app, or via <a href="help.uber.com">help.uber.com</a>. In the event that you have a formal complaint, you should also consider contacting and, if relevant, the police.

When you ride with Uber, your trips are insured in case of a covered accident. Learn more.





### **Emily Hillstrom**

From:

Emily Hillstrom

Sent:

November 7, 2019 11:09 AM

To:

**Emily Hillstrom** 

Subject: **Attachments:**  Fwd: Your Thursday morning trip with Uber map\_832db724-bb8e-41ac-9f54-21ae7adb16b4

Ram VI3Ha

To constitute

----- Forwarded message -From: Uber Receipts < uber.us@uber.com>

Date: Thu, Nov 7, 2019 at 10:12 AM

Subject: Your Thursday morning trip with Uber



Total: \$19,57 Thu, Nov 07, 2019

# Thanks for riding, Emily

We hope you enjoyed your ride this morning.



## **Total**

\$19.57 USD

\$ 26.49 CAD

In addition to other government-mandated taxes and fees, you'll also notice a new Congestion Surcharge on Manhattan trips below 96th St. Learn more

Trip Fare

\$15.10

Subtotal	\$15.10
NY Congestion Fee	\$2.75
State Sales Tax 🗔	\$1.34
NY Black Car Fund	\$0.38
Switch	\$19.57

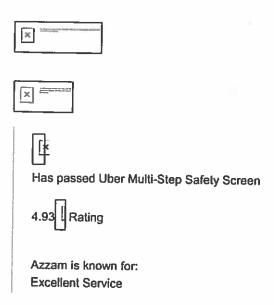
A temporary hold of \$19.57 was placed on your payment method \*\*\*\* at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. <u>Learn More</u>

Affiliated with DANACH-NY, LLC (B02764)

Dispatched by Danach (B02764)

To submit a complaint to the NYC TLC, please call 311.

## You rode with Azzam



### How was your ride?

### Rate Or Tip

Your driver was licensed by (licence number: 5568651). In the event that you have any issue with the service you received, please let us know via the Help option in your app, or via <a href="help.uber.com">help.uber.com</a>. In the event that you have a formal complaint, you should also consider contacting and, if relevant, the police.

When you ride with Uber, your trips are insured in case of a covered accident. Learn more.

